

## COMPREHENSIVE SERVICES ACT DIRECTOR

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs intermediate professional and administrative work planning, implementing and overseeing the County's implementation of the Comprehensive Services Act; does related work as required. Work is performed under general supervision. Supervision exercised over division personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Managing the implementation of the Comprehensive Services Act; approving service plans; ensuring compliance with applicable state, federal and local regulations and policies; coordinating inter-agency services; maintaining records and files; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Hires, oversees, trains, counsels, guides, evaluates, promotes and establishes long and short-term goals for department's staff.
- Develops, implements and monitors departmental budget; oversees accounts payable, receivable and payroll activities.
- Approves children's service plan, contract agreements, purchase of service orders and invoices for payment.
- Monitors relevant local, state and federal policies relating to the Comprehensive Services Act; provides information and policy recommendations to FAPT, CPMT and CSA staff as necessary; composes local policy.
- Conducts department staff meetings to inform, train and ensure open communication for staff.
- Oversees the department's web-based program and financial management software.
- Organizes and facilitates meetings of state, local and private system members; presents programs, financial, case and policy material; represents County at state and regional meetings and seminars; responds to a variety of state inquiries regarding CSA.
- Prepares department reports and position recommendations.
- Works with FAPT and CPMT to develop strategies and options for increasing local service/treatment alternatives and program direction.
- Maintains the integrity of contractual agreements.
- Assists with unusual or difficult case problems.
- Oversees the preparation of state and local financial reports, child-specific data and service utilization portions of state and federal budget requests for reimbursement.
- Conducts, documents and reports results of community-wide assessment of service needs for at-risk youth population.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the variety of services and programs available for at risk youth and families; thorough knowledge of applicable laws and regulations governing service provision; thorough knowledge of the services provided by service agencies; general knowledge with word processing and spreadsheet development; thorough knowledge of the demographics of the service area; ability to interpret and apply policies and regulations; ability to advocate with other human service professionals; skill in negotiating and administering service contracts; ability to maintain detailed records; ability to solve problems within scope of responsibility; ability to establish effective working relationships with associates and clients.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in social work or related field and considerable experience in social services case management including some supervisory experience.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.